

17—2.5 (231) Organizational units of the department. The department's activities are performed by employees within the office of the director, two divisions and the office of elder rights. Grants will be managed by the appropriate division, office of the director or office of elder rights, dependent upon the source and intended use of funds.

2.5(1) Office of the director. The office of the director is comprised of the director, the assistant director, the state long-term care ombudsman, the policy coordinator, and other personnel. This office is responsible for the overall planning, policy, management and operations of the department.

2.5(2) Division of administration. The division of administration is responsible for the following:

- a. Coordinating, reviewing and processing the multiyear area plans from the area agencies on aging;
- b. Developing and processing the state plan funding application to the federal government;
- c. Monitoring, assessing, evaluating and auditing the area agencies on aging for general area plan performance;
- d. Maintaining accountability for all state, federal and local funds for which the department is responsible;
- e. Managing a variety of department administrative responsibilities (including but not limited to budget preparation, personnel activities, ordering supplies and purchasing equipment);
- f. Developing and maintaining computerized information systems which compile and analyze data to assess the quality and priorities of the department's programs; and
- g. Processing information for presentation in reports, pamphlets, brochures, videotapes and the news media.

2.5(3) Division of elder programs and advocacy. The division of elder programs and advocacy is responsible for the following:

- a. Developing program initiatives related to the department's mission;
- b. Reviewing and commenting upon laws, regulations, and rules that impact programs and services for older individuals;
- c. Program development related to:
 - (1) Long-term care options;
 - (2) Case management program for the frail elderly;
 - (3) Nutrition and health promotion;
 - (4) Information and assistance;
 - (5) Adult day and respite services;
 - (6) Housing, including elder group homes and assisted living;
 - (7) Access to public benefits;
 - (8) Mature worker programs, including pension counseling; and
 - (9) Caregiver programs;
- d. Providing customer services related to older individuals' rights issues;
- e. Monitoring and assessing services related to older individual programs and advocacy issues;
- f. Outreach to older individuals in greatest need (minority, rural, low-income and persons with disabilities);
- g. Coordination and advocacy efforts which involve partnerships with a variety of public and private agencies; and
- h. Providing educational opportunities such as conferences, workshops and other means of informing older individuals and their caregivers.

2.5(4) Office of elder rights. The office of elder rights includes:

- a. The office of the state long-term care ombudsman which is responsible for all applicable duties contained within the federal Act and state law;
- b. Legal assistance development related to the department's mission and duties as outlined within the federal Act and state law;

- c.* Elder abuse policy development, prevention, education and intervention and duties as outlined within the federal Act and state law; and
- d.* Providing customer services related to older individuals' rights issues.

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